



REQUEST TO PHOTOGRAPH OR FILM COLLECTION MATERIALS

All photography (digital and film), filming, and video taping require **prior** approval from the Library of Virginia and submission of a written prospectus of the project. Fees may apply to the use and reproduction of some materials. Consult a Library of Virginia representative for more information on fee structure/permissions-to-publish. Charges apply for video and film use of the collections and for research fees, if applicable. An Application to Reproduce Images is required for publication of images from the collections of the Library of Virginia. The Library reserves the right to refuse requests to copy collections due to condition of original material, donor or copyright restrictions, or potential for damage to material resulting from copying equipment. Patrons may not stand on chairs or a table when trying to take photographs. Archival material, maps, and architectural drawings must remain on the table and in the room in which they are served. Flash photography is not allowed.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Email Address: _____

Statement of Intended Use and Description of Collection(s) to be Photographed: _____

Sponsorship (if applicable): _____

Funding (if applicable): _____

Permission applies only for personal use of the applicant and for the purpose specified. Separate application must be made for uses other than that specified and for publication.

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Internal Use Only:

Approved / Not Approved

Reason:

By: _____ Date: _____